



2nd November 2020

Dear Parents and Carers,

Attendance Addendum

Regular attendance and punctuality are important to allow children to achieve their full potential during their time at school. The DfE recommends that each child's attendance should be at least 96%.

We aim to build long term and trusting relationships with our parents. We do understand that children become ill and sometimes have to be away from school; especially in the current climate. It is a parent's legal duty to bring their child to school every day unless they are ill or there are exceptional circumstances.

Things we ask you to do:

- Ensure your child arrives at school at the designated time for their Bubble between 8.30 am and 8.50 am. Gates will be locked at 9.00 am. After this time your child will be signed in as being late.
- If your child is late, take them to the office.
- Telephone the school and leave a message if your child is going to be away for any reason.
- Arrange holidays out of term time – we do not authorise holidays during term-time.
- If there are exceptional circumstances for absence, please write to the Headteacher at least 2 weeks prior to the absence.

Things we will do:

- Take the register twice a day.
- Call you on the first day of the child's absence, if you have not already contacted the school.
- Send a letter if your child arrives repeatedly late.
- Monitor the registers with the Local Authority Attendance Officer.
- Send letters to alert parents when their child's attendance falls below 90% for whatever reason. This will be monitored closely.
- Send a letter warning parents of possible involvement of the SLO (School Liaison Officer) if there is no improvement in attendance.
- Invite you to discuss together continued poor attendance with the Headteacher and Tracy Gooding.
- Make a referral and following this a fixed penalty fine may be issued by the Attendance and Behaviour Service.

Yours faithfully,

Mrs Sue Heather
Headteacher